



**Office of the Dean Students Welfare
National Institute of Technology Srinagar
Hazratbal, Kashmir-190006, J&K**

**Tender Notice
Dated 01-02-2018**

For and on behalf of National Institute of Technology, Srinagar-190006 sealed tenders affixed with Rs 5/- revenue stamps are invited from registered agencies for outsourcing of manpower. The tender documents can be collected from the Hostel Office subject to the production of following certificates.

- ✓ Registration Certificate with appropriate authority of the local Govt. for providing manpower to Govt. Institutions and departments as per law for this kind of service providing.
- ✓ Experience Certificate, if any.

The tender should reach to the office of the undersigned through speed post by or before **15th February, 2018** upto **1:00 pm** and shall be opened at **3:00 pm** on the same day. In case, the date of receipt or opening happening to be non-working day, the tenders shall be received/opened on the subsequent day.


01/02/2018
Dean Students Welfare



OFFICE OF THE DEAN STUDENTS WELFARE NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR

Detailed Tender Documents For Outsourcing Of Office Manpower

The National Institute of Technology Hazratbal, Srinagar -190006 (J&K) intends to hire the services of a registered agency for providing manpower for a period of three years i.e. w.e.f 01-03-2018 to 28-02-2021 to the various hostels/Hostel Office of the Institute as per details below:

Job Profile

1) Accountant-cum-Office Supervisor

- Maintenance of Purchase/Procurement Account for Hostels/Mess.
- Maintenance of Imprest and other Petty Expenses Account.
- Overall supervision of the Offices, Hall Assistants and to assist the Hostel Manager (SASA-SG-II).

2) Office Assistant:

- Dispatch of official papers and files.
- Maintenance of official record.
- Grievances/complaints of the students to be dispatched to the concerned Officer-in Charge.
- Automation of Hostel/Mess records.
- Maintenance of mess records of the students as desired by the concerned authorities.
- Maintenance of Accounts records of the students and office.

3) Hall Assistants:

- Maintenance of all the records of hostels.
- Upto date recording of Inventory of the hostels in connection with daily maintenance, collection of student complaints and work progress report on daily basis.
- Feedback of damage/repairing/renovation required if any and monitoring of renovation/repairing/complaint of students.
- Any other assignments assigned by the hostel authorities from time to time.
- They have to perform their duties in shifts i.e. morning, day, evening/night or as required their services by the Hostel authorities/management.

Eligibility:

- The agency must be registered with appropriate authority of the local Govt. for providing manpower to Govt. Institutions and Departments as per law for this kind of service providing.
- The agency will be required to submit a CDR worth **Rs 50,000/-** (Rupees Fifty Thousand Only).

S. No.	Particulars	No. Of Positions	Qualification		Wages
			Academic	Technical	
01.	Accountant-cum-Office Supervisor (Male/Female)	01 No.	First Class Bachelor's Degree in Commerce with Honours in Accountancy/ Finance or equivalent in grade from a recognized University or Institute. Or Master's Degree in Commerce/ MBA (Finance) from a recognized University or Institute with excellent academic record.	Knowledge of Computer application viz. Word Processing, Spread Sheet and computer-based Accounting Software.	Rs 20,101/-
02.	Office Assistant (Male/Female)	04 No's	10 + 2 in any discipline with a minimum Typing Speed of 35 w.p.m.	Proficiency in Computer Word Processing & Spread Sheet	Rs 18,254/-
03.	Hall Assistant (Male Only)	09 No's	10 + 2 in any discipline with a minimum Typing Speed of 35 w.p.m.	Proficiency in Computer Word Processing & Spread Sheet	Rs 18,254/-

Other terms and conditions:

1. The agency shall be responsible for providing of all social security benefits as per law above referred manpower which includes accidental insurance, provident fund and other benefits as per State/Central rules.
2. NIT, Srinagar shall not be responsible for any liability towards the engaged manpower arising out of his working in the institute and agency shall be solely responsible for the same.
3. The entire wages as detailed against the posts are to be paid/credited to the engaged persons in their statutory accounts against ESI, EPF etc.
4. The manpower provided by the agency will be assigned jobs/areas of work by the institute and all jobs shall be carried out by them under the supervision of designated authorities of the institute.
5. Any sort of liability arising out of an accident met by a worker provided by the agency during working or by his conduct shall be sole the responsibility of the agency and the institute shall not have any obligation on this account whatsoever.
6. The wages bill of the agency submitted at the end of each month shall be paid by the 10th of following month subject to production of **SATISFACTORY WORK CERTIFICATE** from the officers to whom the persons are assigned for various jobs and last month **BANK STATEMENT OF WAGES** paid to workers and other benefits statements like insurance, provident fund transfer and other benefits for the engaged persons if any as per state/central govt. rules.
7. The litigation in any shall be subject to the courts of law at Srinagar only.

8. The successful agency shall have to enter into an agreement to the effect of abiding by all the terms & conditions and other obligations as per the detailed tender documents on prescribed documents duly registered in the relevant court of law.
9. The CGST/SGST, if any, shall be paid by the Institute on the bill.
10. The agency shall be entitled to the service charges only as quoted by him.
11. There shall be no change in the wages during the contract period.

How to quote:

The intending agency fulfilling the eligibility requirements shall submit an offer in a sealed envelope affixed with revenue stamp worth Rs 5/- and accompanied by an FDR of **Rs 50,000/-**(Refundable) and a FDR (Fee Deposit Receipt) worth Rs 1000/- (Non-refundable) addressed to Dean Students Welfare, NIT, Srinagar, 190006 through registered speed post or courier latest by 15th February, 2018 upto 1:00 pm. The agency shall quote percentage of service charges in the format **(Annexure-VI)**.

Name of the authorized person:-

Signature:-

Name of the firm:-

Registered Office:-

Registration No. of agency:-

Mobile Phone No.:-

Email Id:-

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Copy to with the request to kindly publish the tender notice in minimum possible space at the earliest:

1. Editor -The Daily Rising Kashmir.
2. Editor -The Daily Aftab.
3. Editor -The Daily Excelsior.
4. Editor -The Hindu
5. The Web Master with the request to upload the same on the Institute website



National Institute of Technology, Srinagar
Hazratbal, Srinagar-Kashmir-190006

TENDER DOCUMENT

Sealed tenders are invited under “**Two Bid System**” i.e. **Technical Bid** and **Financial Bid** from reputed, registered, well established and financially sound Manpower Service Provider agencies. The tenderer has to quote service charges per month for the following types of manpower including all overheads, Central/State taxes etc. and covering all the liabilities and responsibilities as per the terms and conditions of this document.

Tender Reference	No. 2018/Hostel
Scope of Work	Outsourcing of manpower of Institute Hostels
Cost of the tender document	Rs 1000/- through Demand Draft in favour of Director, NIT, Srinagar
Demand draft drawn in favour of Director, NIT, Srinagar	Rs 50,000/-
Last date for sale of Tender Document	13-02-2018
Last date for submission of the Tender documents	15-02-2018 upto 1:00 pm
Date and Time of tender opening (Technical Bid)	15-02-2018 at 3:00 pm

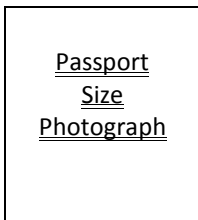
Each page of the tender document to be signed and stamped by the authorized signatory while submitting the tender documents.

Note: Other details can be collected from the office of the undersigned i.e. Hostel Office

Dean Students Welfare

Tender form for providing manpower to Hostels/Hostel Office

1. Cost of Tender (in words also)_____
2. Due date for Tender_____
3. Opening time and date of Tender_____
4. Names, Addresses of Firm/Agency_____
5. Registration No. of the Firm/Agency_____
6. Name, Designation, Address &
Telephone No. of authorized person_____
7. Please specify as to whether
Tenderer is Sole Proprietor/
Partnership Firm. _____
Name, Address & Telephone No's
of Directors/Partners should be specified_____
8. Copy of Pan Card issued by
Income Tax Department
attached (Yes/No) & _____
Copy of previous three financial
years Income Tax Return attached (Yes /No)_____
9. Provident Fund Account No._____
10. ESI Number_____
11. License Number under Contract
Labour (R&A) Act, if any_____
12. Details of Security Deposit
(a) Amount_____
- (Rupees in Words also)
- (b) FDR No. _____
- (c) Date of Issue_____
- (d) Name of Issuing authority_____
13. Details of ISO Certificate_____
14. Any other information_____
15. Declaration by the Tenderer_____



This is to certify that the before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself /ourselves abide by them.

Signature of the Tenderer
Name & Address with Sea

Compliance Statement

S. No. Documents asked for page number at which _____ documents is placed

1. Bid Security (EMD) of Rs _____ (Rupees in words) in the form of FDR/DD/Bank Guarantee issue by any Scheduled commercial bank in favour of _____ (designation of the concerned officer, _____ (name of the Department valid for 45 days beyond the Tender Validity period.
2. One of self-attested recent passport size photograph of the authorized person of the firm/agency, with name, Designation, address and offices telephones number. If the tenderer is a partnership firm, name Directors/Partners also
3. Undertaking on a stamp paper of Rs 100/- (Rupees One Hundred Only) as per format prescribed in Annexure-VII.
4. Self attested copy of the PAN card issued by the Income Tax Department with copy of Income Tax Return of the last financial year.
5. Self attested copy of Service Tax Registration No.
6. Self attested copy of valid registration number of the firm/agency.
7. Self attested copy of valid Provident Fund Registration number.
8. Self attested copy of valid ESI Registration No.
9. Self attended copy of valid License No. under contract labour (R&A) Act, 1970.
10. Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employees.
11. Annual returns of previous three years supported by audited balance sheet (Clause 2.1 of NIT)
12. Any other documents if required.
13. Declaration stating that the agency is not blacklisted by any of the Department/Institution/Local Bodies/Municipalities/Public Sector Undertaking, etc.

Signature of the Tenderer
(Name and Address of the Tenderer)
Telephone No.

Undertaking on a Stamp Paper of Rs 100/-

To

(Designation and Name of the concerned Department)

Name of the firm/agency_____

Name of the tender_____ Due Date_____

Sir,

1. I /We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wage Act, Contract, Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowances thereof and other charges applicable form time to time. I/We will pay the wages to the personnel deployed as per annexure-IX Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide qualified & experienced persons.
5. Our manpower service shall be covered under” Fidelity Bond” through Insurance Agency for minimum sum of Rs _____ Lakhs (Rupees in word). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recovered from me/us through Fidelity Bond.

(Signature of the Tenderer)
Name and Address of the Tenderer
Telephone No.

Form of Agreement

This Agreement is made on the _____ day _____ (month) _____ (Year) between the _____ (Name and Address of the Institute) herein after called “the institute”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assign of the one part and _____ (Name and Address of the contractor) through Shri _____, the authorized representative (hereinafter called “ the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successor, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide qualified and experienced and will use its best endeavors to provide manpower to the _____ (Name of the Institute) for carrying office/hostel affairs of the Institute.

Now this agreement witnesses as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the terms and conditions of contract herein after referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement, viz.
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice Inviting Tender;
 - d. Bills of Quantities;
 - e. Addendum, if any;
 - f. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Institute to the Contractor as herein after mentioned, the contractor hereby covenants with the employer to execute and manpower services w.e.f _____ as per the provisions of this agreement and the tender documents.
4. The Institute hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this agreement and the tender documents, the contract price of Rs _____ (Rupees in words)
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

In witness whereof

The parties here have to sign the agreement the day and the year first above written.

**For and on behalf of the Contractor and
Signature of the authorized Official**

Name of the Official

Stamp /Seal of the Contractor by the
said name on behalf of the contractor
in the presence of:

Witness _____

Name _____

Address _____

Telephone No. _____

**or behalf of the Director NIT, Srinagar
Signature of the authorized Officer**

Name of the Officer

Stamp/Seal of the employer by the said
name on behalf of the employer in
presence of:

Witness _____

Name _____

Address _____

Telephone No. _____

Form of Technical Bid (On Letter Head)

S. No.	Description	Information to be filled by the tenderer (if required separate sheet may be enclosed)
01.	Name and address of firm/agency with complete contact details	
02.	Type organization (whether proprietorship, partnership, private limited company)	
03.	Name and address of the Directors, Proprietor/Partners.	
04.	Year of formation of the company/experience as a labour supplier agency.	
05.	Details of registration.	Reg. No. Copy Enclosed: Y/N
06.	Income tax return for the last three financial years (attach copies)	Copy Enclosed: Y/N
07.	Total turnover of the agency during last three financial years (attach copies)	Copy Enclosed: Y/N
08.	Details of registration with statutory authorities like EPF/ESI etc. (attach copies)	EPF Reg. No. Copy Enclosed: Y/N ESI Reg. No. Copy Enclosed: Y/N
09.	a) Service Tax No./Certificate b) PAN No.	No. Copy Enclosed: Y/N No. Copy Enclosed: Y/N
10.	Details of Tender Document Fee	DD No. Date
11.	Details of Fixed Deposit Receipt	DD No. Date
12.	Any other information	

Copies of relevant documents are to be enclosed in support of above information.

Service Charge Format

Percentage of Service Charge _____

Rs _____ Rupees (in words) _____

of the monthly bill.